February 23,2000

MASTER FILE

DSSD CENSUS 2000 PROCEDURES AND OPERATIONS MEMORANDUM SERIES #M-1

MEMORANDUM FOR Barbara M. LoPresti

Chief, Technologies Management Office

Attention:

Howard Prouse

Assistant Division Chief, Census Automation

Technologies Management Office

From:

Howard Hogan, Chief Conjunction Decennial Statistical Studies Division

Subject:

Specification of the Field Followup Universe for

List/Enumerate Areas for Census 2000

I. INTRODUCTION

The purpose of this specification is to identify the various components of the Field Followup (FF) universe in List/Enumerate (L/E) areas for census 2000. This specification is in response to a request from the Technologies Management Office and reflects the universe definition developed by the L/E team. Please note that FF will not be conducted in the remote areas of Alaska. Please refer any questions on this memorandum to Mike Tenebaum of my staff.

II. SPECIFICATION OF THE FF UNIVERSE

L/E FF is performed after the L/E operation is completed. The following types of cases are to be included in the FF universe.

1. Cases flagged for resampling during the automated Sample Tolerance Check. A Sample Tolerance Check is performed to see if the correct proportion of the population in an Assignment Area (AA) was enumerated on a long form. If not, the program resamples the AA. Resampled households that now require a long form but were originally enumerated on a short form are included in FF so that an enumerator can complete the long form.

Refer to DSSD Census 2000 Procedures and Operations Memorandum # LL-1 for additional information related to Sample Tolerance Check cases.

- 2. <u>Missing cases identified during the Merge operation</u>. These are cases for which there may be any combination of the following: a missing Address Register or Address Register entry, a missing questionnaire at questionnaire check-in from the field, or a missing questionnaire at questionnaire check-out to the DCC.
- 3. <u>Nonseasonal Vacants</u>. These are cases coded in Item A of the Interview Summary Section of the questionnaire as Status Code "3-Vacant Regular". These cases should have Pop"00" in item B, and not be coded as "For Seasonal, recreational or occasional use" or "For migrant workers" in item C. However, the entry in Item A takes precedence over the entries in Items B or C.

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